
FY01 CLOSEOUT PROCEDURES

for

**Ported SUADPS-RT/RSupply
USID A, C, M, T, and MFCS.PC Activities**



**Released as a Joint
CINCLANT/TYCOM/MARFORLANT Procedure**

August 2001

LANTFLT
FY 01 CLOSEOUT PROCEDURES
FOR PORTED SUADPS-RT/RSUPPLY
USID A, C, M, T, AND MFCS.PC ACTIVITIES

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FY 01 CLOSEOUT PROCEDURES		DEAD- LINE	COMP. DATE
LEGACY PROCESSING			
A. INTRODUCTION			
1. To begin, require that ADP personnel make <i>two</i> complete saves of the following:			
a. Host.			
(1) SUADP1 = /sd1c/data1/SUADP1/DBASE,	Aug. 30	_____	
(2) SCTL1 = /sd2c/data2/SCTL1/DBASE,	Aug. 30	_____	
(3) INDICES = /sd3c/data3/indices/SUADP1/DBASE,	Aug. 30	_____	
(4) BUECH = /sd0c/data/BUECH,	Aug. 30	_____	
b. RPS0.			
(1) BUECR = /sd0c/data/BUECR,	Aug. 30	_____	
(2) VTFR = /sd0c/data/VTFR.	Aug. 30	_____	
2. Install SUADPS-RT Update (Release 28.31) before the FY closeout.			
	Aug. 30	_____	
3. Accomplish all monthly DTO material obligation validations (MOV) and process required cancellations and receipts before the FY closeout.			
	Aug. 30	_____	
NOTE: All units, initiate an internal MOV process for 100% of outstanding DTO requisitions. The goal of this process is to cancel requisitions that have a lower priority or for which there is no longer a requirement, which pushes procurement of higher-priority requirements. Ensure that the maintenance action that originated the requirement for EMRM material remains open and active. Cancel requisitions for closed maintenance actions.			
4. Process all transactions on the Information/Action Listing from the Stock (STK) File (morning reports) before the FY closeout.			
	Aug. 31	_____	
5. Run BRFU01.EC to remove records from the Suffixed Document Status File (SDS) that do not have corresponding records in the BRF.			
	Aug. 31	_____	
6. Run BRFU06.EC to set the completion date in the BRF for requisitions with a zero quantity outstanding, which do not have the requisition completion date set.			
	Aug. 31	_____	

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
7. Run BRFU10.EC to remove the Not-released A0 Indicator from BRF records that are not present in the Requisition Output File (ROF) or the Transaction Holding File (THF).		Aug. 31	_____
8. Run BRFU13.EC to generate a printout of BRF records with a blank document number. CNSL: process an OFFUO2.EC.		Aug. 31	_____
9. Run NALCOMIS drawdowns and process reconciliations for stock and DTO dues and stock items. Review exceptions and process corrections.		Aug. 31	_____
10. Accomplish the following:			
a. Process all pending status transactions.		Aug. 31	_____
b. Process all pending support package transfer and return transactions.		Aug. 31	_____
c. Initiate a reorder review process and edit transactions as necessary.		Aug. 31	_____
d. Initiate a reorder process for all material shortages.		Aug. 31	_____
e. Create support package reports to ensure there are zero deficiencies before 30 September 2001.		Aug. 31	_____
11. Ensure you process the monthly change notice dated September 2001.		_____	_____
B. CHECK CUTOFF DATES			
1. Verify the cutoff date for basic-user access to MRI processing. Allow adequate time for the issue and release of requisitions to the supply system that result from requests for material that is NIS or NC. Enter the number of records: _____.		Sept. 14	_____
2. Verify the cutoff date for requests from OMMS, MRMS, and NALCOMIS that you received through the interface.		Sept. 14	_____
3. Review open-purchase folders and input obligations or completions as necessary. Deobligate any obligations forecast for continuing services. Also, check the UOL.		Sept. 14	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
4. Accomplish the following:			
a. Process or cancel all pending spot or scheduled inventories.	Sept. 14	_____	
b. Post all inventory adjustments and surveys and ensure you prepare surveys for pending survey actions.	Sept. 14	_____	
c. Ensure you transfer data from IBS scanners to SUADPS-RT.	Sept. 14	_____	
5. Check ROF, SSP, THF, IPF-2, and SOF early enough to allow release and determination of costs before running both the <i>dummy</i> monthly process and the <i>live yearly</i> process.			
	Sept. 14	_____	
C. REVIEW CONTINUING CONTRACTS			
1. Check agreements for services that are renewable every year.			
	Sept. 14	_____	
2. Check copier rentals.			
	Sept. 14	_____	
3. Check blanket-purchase agreements.			
	Sept. 14	_____	
4. Check delinquent unmatched transactions for DoN purchase card procurement actions.			
	Sept. 14	_____	
5. Check other contractual services. Prepare DD Form 1149 documentation for FY 02 continuing services.			
	Sept. 14	_____	
D. INITIATE PROCESSING			
1. Check all ozone depleting substances. De-obligate all erroneous obligated funds (obligation should be no more than \$.01). Check obligations after processing the monthly change notice. Contact CNAL for further guidance. CNSL: clear IPF and SSP listings daily.			
	Sept. 14	_____	
2. Initiate a reorder process for all deficiencies (if BP-28 funds are available) and then release the stock reorder.			
	Sept. 14	_____	
3. Ensure you transfer requisition file data from the server and forward it to the appropriate supply activity.			
	Sept. 14	_____	

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
4. Advise TYCOM about funds available for recapture.		Weekly in Sept.	_____
5. Process all records on the IPF-2 Report or Issue Report except for PRP-related requisitions. Process all pending requirements (MRE) by the cutoff date to clear the Issues Pending File.		Sept. 21	_____
<p>NOTE: <i>The following actions apply to activities that use the Progressive Repair Program (PRP) – Gold Disk:</i></p> <ul style="list-style-type: none"> • <i>Make no new inductions after 14 Sept. unless they are for CASREP or emergency repair requirements.</i> • <i>If there is a CASREP or emergency repair, ensure the required piece parts are available and that the repair will be complete before 20 Sept.</i> • <i>If the item is currently in the repair cycle, make sure you will receive and install all piece parts before 20 Sept. Otherwise, cancel piece-parts requirements and process original PRP requisitions from the IPF-2 Report. Finally, ship the NRFI carcass to the ATAC hub IAW usual procedures.</i> 			
6. Validate the Repairables Awaiting Return From AIMD Report as follows:			
a. Enter the number of records awaiting repair disposition: __.		Sept. 21	_____
b. Enter the number of off-station DTO receipt records that have no turn-in retrograde: _____.		Sept. 21	_____
7. Process or cancel all pending offload transactions.		Sept. 21	_____
8. Review and process or clear the Offload File. CNSL: ensure all the following files are empty: SYFBIN, SYFAMI, SYFDUF, SYFCIF, SYFINV, SYFIPF, SYFNDC, SYFOFF, SYFSSP, SYFSTK, SYFDOF, SYFSDF, SYFTHF, and SYFROF.		Sept. 21	_____
9. Process all pending interactive IBS receipts. Additionally, ensure you clear all pending receipts from scanners and transfer to SUADPS-RT. Ensure you process any pending receipt reversals and generate a delayed receipt report with one day's worth of reporting data. There will be no report if all RIPs and receipts processed.		Sept. 21	_____
10. Run the RTFAUD Utility (TYCOM Alt. Series) and a DI 054 transaction (DLR Print) to identify outstanding carcass turn-in data.			

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
a. Process a DI X22 transaction (carcass turn-in data) as applicable.		Sept. 21	_____
b. Process all carcass shipment responses (DI BK2).		Sept. 21	_____
11. Process all requisition modifiers and follow-ups.		Sept. 21	_____
12. Ensure you release status records.		Sept. 21	_____
13. Ensure you transfer requisition file data from the server and then forward it to the appropriate supply activity.		Sept. 21	_____
14. Review SFOEDL and UOL reports, liquidate all SFOEDL charges (specially FY99 obligations), and recover any unfilled orders from the UOL that you can recover legitimately.		Sept. 21	_____
15. In NALCOMIS, supply personnel must work the following reports and inquiries and clear all transactions before executing the <i>live yearly</i> process (financial closeout):			
a. N6A1 - Interface Record Purge Report;		Sept. 21	_____
b. N606 - LSC INPRO Report;		Sept. 21	_____
c. N624 - LSC ISSIP Report;		Sept. 21	_____
d. N625 - DTO ROB;		Sept. 21	_____
e. N640 - Stock ROB;		Sept. 21	_____
f. N655 - LSC OFFISS;		Sept. 21	_____
g. N658 - LSC OFFROB;		Sept. 21	_____
h. N682 - LSC OFFTR;		Sept. 21	_____
i. N683 - LSC OFVAL;		Sept. 21	_____
j. N686 - LSC OFFMP;		Sept. 21	_____
k. N687 - LSC OFFAR (inquiry);		Sept. 21	_____
l. N689 - LSC NIS or NC;		Sept. 21	_____
m. N690 – Suspense stock status with management codes RB, WR, IN, and LS;		Sept. 21	_____
n. N811 – MSG Requisition Action;		Sept. 21	_____
o. N812 – Completed Repair Actions;		Sept. 21	_____
p. N813 – AMSU Induction Discrepancy.		Sept. 21	_____
q. Print ETC, ORG, and AID for any changes to FY02. Do not make any changes until 10/1.		Sept. 21	_____
16. Optimized NALCOMIS. Ensure you complete the following actions:			

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
16. Con't.			
a. Process all BCM actions.	Sept. 21	_____	
b. Process BCM and RFI return and stock reorders.	Sept. 21	_____	
c. Process DI X31 and X22 transactions.	Sept. 21	_____	
d. Ensure NALCOMIS supply mailboxes are clear of transactions.	Sept. 21	_____	
e. Process all NALCOMIS interface records.	Sept. 21	_____	
17. From the internet or SALTS, transfer data from monthly change notice tape and annual price change-notice tape then verify it.			
	Sept. 21	_____	
18. Use Conversation Code N621 to process through DIFM returns all job-completed ExReps that are BCM in the N812 mailbox before shutting down the interface. Once you shut down the interface, do not process BCM documents to prevent expending prior year funds. Stop entering NALCOMIS transactions.			
	Sept. 28	_____	
NOTE: <i>If signing off the ExRep VIDS/MAF after you shut down the interface, follow the procedures in Step 28.</i>			
a. Assign a stop SMQ to NALCOMIS requisitioning (conversation codes N601, N602, N204, and N252) and to DIFM return (Conversation Code N621).	Sept. 28	_____	
b. Shut down the interface and access to all users.	Sept. 28	_____	
NOTE: <i>Ensure SYFAMI files are empty before shutting down the interface.</i>			
c. Process annual price change and monthly change notice tape data in NALCOMIS.	Oct. 1	_____	
19. After the action above, ADP personnel will assist in completing the following tasks:			
a. Clear FIU500, FIR630, and FIR640 of all SUADPS-RT trans.	Sept. 28	_____	
b. Clear FIR400 of all DAAS and AUTODIN transactions.	Sept. 28	_____	
20. Process all incoming and erroneous records from the FIU550 and Daily Update File (SYFDUF) and verify that the Aviation Maintenance Interface File (SYFAMI) is empty.			
	Sept. 28	_____	
NOTE 2: <i>The procedure above allows personnel in AIMD to process (in NALCOMIS) MAFs that are already in the repair cycle and then induct and process work requests, technical directives, and others without a turn-in DDSN.</i>			

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
21. Process all transactions suspended in SUADPS-RT. Ensure both Suspense Report and file are blank. As a minimum, process all transactions that have a DI with financial impact (X7_, X3_, A0_, and those with cancellation status).		Sept. 28	_____
22. Process all records in the SUADPS-RT Transaction Holding File (THF). This file contains outgoing DTO requisitions and interactive stock requisitions.		Sept. 28	_____
23. Process all pending MTIS material.		Sept. 28	_____
24. Initiate a <i>dummy monthly</i> process after all above actions are complete.		Sept. 28	_____
25. Process all transactions for aviation fuel (AVFUEL) that are chargeable to the current fiscal year.		Sept. 28	_____
NOTE: IAW NAVSUP direction, ensure you process all fuel issues by 5 October 2001.			
26. Conduct a financial audit and review results.		Sept. 28	_____
27. Conduct a final check to ascertain that all corrective input processed properly and that output reports are 100% accurate. <i>Ensure that no errors remain on file.</i>		Sept. 28	_____
28. Ensure you complete the following actions before you run a <i>trial</i> monthly process:			
a. Audit the end-use OPTAR.		_____	_____
b. Review each FIR code and OPTAR account for errors.		_____	_____
c. Investigate the causes, take corrective actions if necessary, and annotate the audit sheet accordingly.		_____	_____
29. Process the corrective actions you input.		_____	_____
30. After you process corrective actions for discrepancies that you identified, run the final <i>dummy</i> monthly process.		_____	_____
31. Run the INVADJ Utility (TYCOM Alt. Series) to generate a Cumulative Inventory Adjustments Report.		_____	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
32. Ensure you TIR all information to MFCS before end-of-fiscal-year closeout procedures. You can continue daily TIR processing until you run the <i>live yearly</i> process. At that time, proceed as follows:			
a. Do not run the usual daily ULMTIR.EC on the same day that you are to run the <i>live yearly</i> process. If you do, begin the <i>live yearly</i> process after midnight of the following day.			
FOR EXAMPLE: <i>If you run a TIR process at 0200 on the 29th of September, begin the <i>live yearly</i> process after midnight on the 30th of September.</i>			
b. After making the decision to run the <i>live yearly</i> process, ADP personnel must <i>bring down</i> the SUADPS-RT Gen.			
c. Then, ADP personnel must generate <i>preyearly</i> saves.			
d. Next, ADP personnel will run the ULMTIR.EC and provide the output to Stock Control personnel for review.			
e. Run the <i>live yearly</i> process. Ensure you get the OK from Stock Control personnel before you run this process.			
33. After the <i>live yearly</i> process is complete, query the System Constant File (SCF) and verify that the <i>live yearly</i> process automatically reset the Julian dates for the first and second prior fiscal years. They should read 01273 and 00274 respectively. <i>Do not attempt to change any SCF data or process any obligational-type transactions in SUADPS-RT before 01 Oct. 01.</i> If you do, the Julian dates will reset erroneously to 00274 and 99273. This includes DI X31, X32, X34, A0_, X71, X73, and X78 transactions.			
NOTE: <i>The SUADPS-RT FAS must run the distribute-host-files process after end-of-year (EOY) process is complete.</i>			
34. Review yearly financial update reports.			
35. If the yearly financial updates are good, ADP must make two complete saves of the following:			
a. Host.			
(1) SUADP1 = /sd1c/data1/SUADP1/DBASE,	Oct. 1		
(2) SCTL1 = /sd2c/data2/SCTL1/DBASE,	Oct. 1		
(3) INDICES = /sd3c/data3/indices/SUADP1/DBASE,	Oct. 1		
(4) BUECH = /sd0c/data/BUECH,	Oct. 1		
b. RPS0.			
(1) BUECR = /sd0c/data/BUECR,	Oct. 1		

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
35. Con't.			
(2) VTFR = /sd0c/data/VTFR.		Oct. 1	_____
NOTE: Retain yearly financial tapes for at least three years. Ensure you provide one copy to the type commander.			
36. Distribute Host files to the RPS (SCF, APP, YTN, VTP, and UID).			
37. After processing the live yearly, the system will establish Fiscal Year 02 when processing the first trial monthly . Check the following financial files to ensure deletion of FY 99 records:			
a. Aviation OPTAR Detail (AOD) File,		Oct. 1	_____
b. Budget OPTAR Summary (BOS) File,		Oct. 1	_____
c. Surface OPTAR Detail (SOD) File,		Oct. 1	_____
d. Dept. Div. Budget (DDB) File - this file should be blank,		Oct. 1	_____
NOTE: To check the files above, run the EC for the financial file dump known as FINFILDMP.EC through the following file path: /BUECH/COMPS/OPS_EC/SUADPS.			
e. Reimbursable OPTAR Detail (ROD) File,		Oct. 1	_____
f. Reimbursable OPTAR Summary (ROS) File.		Oct. 1	_____
NOTE 1: If personnel have not deleted FY 99 records, report the situation to TYCOM immediately for further disposition on the matter.			
38. Generate the Stock Asset Dollar Value Extension (SADVE) Report before you initiate the annual price change.			
		Oct. 2	_____
39. Initiate an annual-price-change (APC) process and a monthly-change-notice process for October before processing any transactions.			
		Oct. 2	_____
40. Generate another Stock Asset Dollar Value Extension (SADVE) Report to compare to the first and identify price changes.			
		Oct. 2	_____
41. Bring NALCOMIS up for business at 0001 on October 1st, 2001 and backfit all manually processed requisitions and MAF documents as FY 02. Remember to keep the interface off. Ensure the NALCOMIS reconciliation is complete before you take action.			
		Oct. 1	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
41. Con't.			
NOTE: Do not establish the NALCOMIS interface until after you process the annual price-change tape to and monthly change notice SUADPS-RT.			
42. In NALCOMIS, submit a hard card citing an FY02 document number for each item that you require after the cutoff date for backfitting to NALCOMIS. However, you must build all issues and referrals to SUADPS-RT to ensure you maintain the integrity of the database.		Oct. 1	_____
43. In NALCOMIS, backfit canceled O-level DDSN transactions as FY 01 requisitions using the same JCN and MCN.		Oct. 2	_____
44. In NALCOMIS, reorder all canceled I-level JCN requisitions using N251 or N252 conversation codes and non-JCN I level requisitions using conversation codes N204 or N205.		Oct. 2	_____
45. In NALCOMIS, verify the DUF to ensure there are no records present while the interface is off.		Oct. 2	_____
46. Make any required adjustments to the CSR, DIV, DEP, TEC, and UID tables. Do not delete CSR if there are outstanding documents in UOL or BRF.		Oct. 2	_____
47. After deleting appropriation data, check the NAVSO P-1000.2M or with your respective type commander for applicable appropriation and fund code data and update the APP Table as necessary.		Oct. 2	_____
NOTE: Make changes to other validation tables (TEC, ORG, ETC, FCV, and AID) as necessary. Delete all fund codes that have a Stop Date that is 3 or more years old.			
48. Delete all fund codes that you will no longer use in FY02.		Oct. 2	_____
49. When adding new fund codes, set the start date to 71001 and the stop date to 70365 (these will remain constant).		Oct. 2	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
50. CVLANT: verify that Fund Code _W is in the FCV. CNSL: verify that the fund code is _W. Verify the use of the appropriate TYCOM designator and appropriation indicator. Use this fund code for utilities, specifically CHT and potable water.		Oct. 2	_____
51. Accomplish the following:			
a. Log on as a snapi user,		Oct. 2	_____
b. Select the Utilities Option,		Oct. 2	_____
c. Select the Gen Utilities Option,		Oct. 2	_____
d. Select the Distribute Host Files Option (to distribute SCF, APP, VTN, VTP, and UID to RPSs).		Oct. 2	_____
52. Print copies of the MVT and Customer Identification File and mail to your type commander.		Oct. 2	_____
53. Print and then reinitialize only the following files:			
a. OPTAR History File (OHF),		Oct. 2	_____
b. Cumulative Receipt File History (RFH),		Oct. 2	_____
c. Cumulative Other Supply Officer (OSO) File.		Oct. 2	_____
NOTE: Do not initialize the Requisition History File (RHF).			
54. Generate the Stock Asset Dollar Value Extension (SADVE) Report before you process the receipt fuel message.		Oct. 2	_____
55. Process annual price change for fuel interactively.		Oct. 2	_____
56. Generate another Stock Asset Dollar Value Extension (SADVE) Report to compare to the first and identify price changes.		Oct. 2	_____
57. Run the first FY02 <i>dummy monthly</i> process.		Oct. 2	_____
58. Bring up the SUADPS-RT Gen; turn on the NALCOMIS interface; and allow customer access to SUADPS-RT MRI processing.		Oct. 2	_____
59. After you complete all end-of-year closeout procedures, run a NIIN-indicative process to validate the integrity of the two operating systems.		Oct. 2	_____

FY 01 CLOSEOUT PROCEDURES		DEAD- LINE	COMP. DATE
RSUPPLY PROCESSING			
A. INTRODUCTION			
1. Accomplish all monthly DTO material obligation validations (MOV) and process required cancellations and receipts before the FY closeout.	Aug. 30	_____	
NOTE: All units, initiate an internal MOV process for 100% of outstanding DTO requisitions. The goal of this process is to cancel requisitions that have a lower priority or for which there is no longer a requirement, which pushes procurement of higher-priority requirements. Ensure that the maintenance action that originated the requirement for EMRM material remains open and active. Cancel requisitions for closed maintenance actions.			
2. Process all transactions on the Information/Action Listing from the Stock (STK) File (morning reports) before the FY closeout.	Aug. 30	_____	
3. Run NALCOMIS drawdowns and process reconciliations for stock and DTO dues and stock items. Review exceptions and process corrections. To access this process, select the following options in turn: Site>Management>Site Internal>NALCOMIS Drawdown.	Aug. 30	_____	
4. Accomplish the following:			
a. Process all pending status transactions using predefined batch processing job JSS220. Identify cancellations on the Stock Control Review Report and take the appropriate action.	Sept. 3	_____	
b. Process all pending support package transfer and return transactions. To access this process, select the following options in turn: Inventory>Management>Inventory Actions >Support Package Processing.	Sept. 3	_____	
c. Initiate a reorder review process and edit transactions as necessary.	Sept. 3	_____	
d. Initiate a reorder process for non-BP-28 material shortages. To access this function, select the following options in turn: Inventory>Management>InventoryActions>Reorders. After the reorder is complete, initiate the action prescribed in Item 3 of Page 15.	Sept. 3	_____	

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
4. Con't.			
d. Create support package reports to ensure there are zero deficiencies before 30 September 2001. To access this process, select the following options in turn: Inventory>Management>Inventory Reports>Support Package Reports.	Sept. 7	_____	
B. CHECK CUTOFF DATES			
1. Verify the cutoff date for basic-user access to MRI processing. Allow adequate time for the issue and release of requisitions to the supply system that result from requests for material that is NIS or NC. Enter the number of records: ____.	Sept. 14	_____	
2. Verify the cutoff date for requests from OMMS and NALCOMIS that you received through the interface. Enter the number of records: ____.	Sept. 14	_____	
3. Review open-purchase folders and input obligations or completions as necessary. Deobligate any obligations forecast for continuing services. Also, check the UOL.	Sept. 14	_____	
4. Accomplish the following:			
a. Process or cancel all pending spot or scheduled inventories. To access this process, select the following options in turn: Inventory>Management>Inventory Actions>Cancel Inventories.	Sept. 14	_____	
b. Post all inventory adjustments and surveys and ensure you prepare surveys for pending survey actions. To access this process, select the following options in turn: Inventory>Inventory Control>Stock Survey Update.	Sept. 14	_____	
c. Ensure you transfer data from IBS scanners to RSupply.	Sept. 14	_____	
C. REVIEW CONTINUING CONTRACTS			
1. Check agreements for services that are renewable every year.	Sept. 14	_____	
2. Check copier rentals.	Sept. 14	_____	
3. Check blanket-purchase agreements.	Sept. 14	_____	

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
4. Check delinquent unmatched transactions for DoN purchase card procurement actions.		Sept. 14	_____
5. Check other contractual services. Prepare DD Form 1149 documentation for FY 02 continuing services.		Sept. 14	_____
D. INITIATE PROCESSING			
1. Check all ozone depleting substances. De-obligate all erroneous obligated funds (obligation should be no more than \$.01). Check obligations after processing the monthly change notice. Contact the type commander for further guidance. CNSL: clear IPF and SSP listings daily.		Sept. 14	_____
2. Initiate a reorder process for all deficiencies (if BP-28 funds are available) and then release the stock reorder. To access this process, select the following options in turn: Inventory> Management> Inventory Actions>Release Requisitions.		Sept. 14	_____
3. Ensure you transfer requisition file data from the server and forward it to the appropriate supply activity. To access this process in RSupply, select the following options in turn: File>Utilities>File Transfers>Batch File Transfer. Select from the server and enter the job number.		Sept. 14	_____
4. Advise the type commander about funds available for recapture.		Weekly	in Sept.
5. Process all records on the IPF-2 Report or Issue Report except for PRP-related requisitions. Process all pending requirements (MRE) by the cutoff date to clear the Issues Pending File.		Sept. 21	_____
<p>NOTE: <i>The following actions apply to activities that use the Progressive Repair Program (PRP) – Gold Disk:</i></p> <ul style="list-style-type: none"> • <i>Make no new inductions after 14 Sept. unless they are for CASREP or emergency repair requirements.</i> • <i>If there is a CASREP or emergency repair, ensure the required piece parts are available and that the repair will be complete before 20 Sept.</i> • <i>If the item is currently in the repair cycle, make sure you will receive and install all piece parts before 20 Sept. Otherwise, cancel piece-parts requirements and process original PRP requisitions from the IPF-2 Report. Finally, ship the NRFI carcass to the ATAC hub IAW usual procedures.</i> 			

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
6. Process all MRI and MRE issue transactions. To access this process, select the following options in turn: Logistics>Issuing >Storeroom Issues.		Sept. 21	_____
7. Validate the Carcass-tracking Report as follows:			
a. Enter the number of records awaiting repair disposition: __.		Sept. 21	_____
b. Enter the number of off-station DTO receipt records that have no turn-in retrograde: _____.		Sept. 21	_____
8. Process or cancel all pending offload transactions. To access this process, select the following actions in turn: Inventory>Management>Inventory Actions>Offload Processing>Release/Cancel		Sept. 21	_____
9. Review and process or clear the Offload File. Access this process by selecting the following actions in turn: Inventory>Inventory Control Option>Offload Updates. Then, access the <i>clear-offload-file</i> process by selecting the following options in turn: Inventory>Management>Inventory Actions>Offload Processing>Total.		Sept. 21	_____
10. Process all pending interactive IBS receipts. To access this process, select the following options in turn: Logistics>Receipts>Receipt Processing. Additionally, ensure you clear all pending receipts from IBS scanners. Ensure you process any pending receipt reversals and generate a delayed receipt report with one day's worth of reporting data.		Sept. 21	_____
11. Access the carcass-tracking function to identify outstanding carcass turn-in data.			
a. Process a DI X22 transaction (carcass turn-in data) as applicable.		Sept. 21	_____
b. Process all carcass shipment responses (DI BK2).		Sept. 21	_____
12. Accomplish the following:			
a. Ensure you process the most current information for all carcass repairable requisitions. To access this process, select the following options in turn: Logistics>Carcass Tracking		Sept. 21	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
12. Con't.			
b. Ensure you process all BK1, BKR, BK2, BK3, and BK4 transactions and release status for the records.	Sept. 21	_____	
c. Print the FACTS Pending Shipment Report. Then, review and process all records for material that has been shipped.	Sept. 21	_____	
d. Ensure you complete the FACTS EDI transmission.	Sept. 21	_____	
13. Process all requisition modifiers and follow-ups. To access the requisition-modifier process, select the following options in turn: Logistics>Management>Logistics Actions>Requisition Modifiers. To access the requisition-followup process, select the following options in turn: Logistics>Management>Logistics Actions>Follow-ups.			
	Sept. 21	_____	
14. Ensure you release status records. To access this process, select the following options in turn: Logistics>Release Outgoing Transactions>Status.			
	Sept. 21	_____	
15. Ensure you transfer requisition file data from the server and then forward it to the appropriate supply activity. To access this process, select the following options in turn: File>Utilities >File Transfer>Batch File Transfer. Select from the server and enter the job number.			
	Sept. 21	_____	
16. Use SMARTS to review SFOEDL and UOL reports, liquidate all SFOEDL charges (specially FY99 obligations), and recover any unfilled orders from the UOL that you can recover legitimately.			
	Sept. 21	_____	
17. Optimized NALCOMIS. Ensure you complete the following actions:			
a. Process all BCM actions.	Sept. 21	_____	
b. Process BCM and RFI return and stock reorders.	Sept. 21	_____	
c. Process DI X30, X31, X33, and X22 transactions.	Sept. 21	_____	
d. Ensure NALCOMIS supply mailboxes are clear of transactions.	Sept. 21	_____	
e. Process all NALCOMIS interface records.	Sept. 21	_____	
18. Optimize NALCOMIS by accessing the following options from the NALCOMIS Menu in turn:			
a. System>Interface>Incoming Reports	Sept. 23		

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
18. Con't.			
b. Supply>Mailbox: INPRO.		Sept. 23	
c. Supply>Mailbox: ISSIP.		Sept. 23	
d. Supply>Mailbox: DTO ROB.		Sept. 23	
e. Supply>Mailbox: Stock ROB.		Sept. 23	
f. LSC OFFISS is N/A in RSupply.		Sept. 23	
g. LSC OFFROB is N/A in Rsupply.		Sept. 23	
h. Supply>Mailbox: OFFTR.		Sept. 23	
i. Supply>Mailbox: OFVAL.		Sept. 23	
j. Supply>Mailbox: OFFMP.		Sept. 23	
k. Supply>Mailbox: OFFAR.		Sept. 23	
l. Supply>Mailbox: NIS/NC.		Sept. 23	
m. Supply>Repairables>Suspense.		Sept. 23	
n. Supply>Mailbox:MSG Requisition Action.		Sept. 23	
o. Supply>Mailbox: Completed Repair Actions.		Sept. 23	
p. Supply>Mailbox: AMSU Induction Discrepancy.		Sept. 23	
NOTE: Cancel all consumable requisitions with an LSC of OFFTR, INPRO, or OFVAL.			
19. Process through DIFM all job-completed ExReps that are BCM in the mailbox before shutting down the interface. (<i>Access the following options from the NALCOMIS Menu in turn: Supply>Repairables>DIFM Return and then Supply>Mailbox: Completed Repair Actions.</i>) Once you shut down the interface, do not process BCM documents to prevent expending prior year funds. Stop entering NALCOMIS transactions.			
		Oct. 1	_____
NOTE: <i>If signing off the ExRep VIDS/MAF after you shut down the interface, follow the procedures in Step 28.</i>			
a. Assign a stop SMQ to NALCOMIS requisitioning and to DIFM return. Access the following options from the NALCOMIS Menu in turn: Supply>Requisition>New>Direct/Indirect and then Supply> Repairables>DIFM Return.		Oct. 1	_____
b. Shut down the interface and access to all users.		Oct. 1	_____
NOTE: Ensure mailbox files are <i>empty before shutting down the interface.</i>			
c. Process annual price change and monthly change notice data in Optimized NALCOMIS.		Oct. 1	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
20. Process all transactions suspended in RSupply. Ensure both Suspense Report and file are blank. As a minimum, process all transactions that have a DI with financial impact (X7_, X3_, A0_, and those with cancellation status). Access this process by selecting the following options in turn: Logistics>Suspense and then process receipts, requisitions, and issues.		Sept. 28	_____
21. Process all records in the ROF. This file contains outgoing DTO requisitions and interactive stock requisitions. (Access this process by selecting the following options in turn: Logistics>Release Outgoing Transactions>Requisitions.)		Sept. 28	_____
22. Process all pending MTIS material. To access this process in RSupply, select the following options in turn: Logistics>Material Turn-ins.		_____	_____
23. Process all material expenditures. To access this process, select the following options in turn: Logistics>Material Expenditures.		_____	_____
24. Initiate trial financial process.)		Sept. 28	_____
25. Process all transactions for aviation fuel (AVFUEL) that are chargeable to the current fiscal year.		Sept. 28	_____
NOTE: In transit units have until 5 Oct. 2001 to TIR fuel receipts.			
26. Ensure you TIR all fuel transactions that processed before you run the <i>live yearly</i> .		Sept. 28	_____
27. Accomplish the following:			
a. Review trial monthly financials to ensure that all transactions processed. To access this process, select the following options in turn: Financial>Management>Financial Actions>Trial Financial Update.		Sept. 28	_____
b. Ensure you process all SMARTS SFOEDL/UOL transactions (working file) to RSupply.		Sept. 28	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
28. Conduct a final check to ascertain that all corrective input processed properly and that output reports are 100% accurate. <i>Ensure that no errors remain on file.</i>		Sept. 28	_____
29. Generate and retain the following reports per TYCOM instructions:			
a. Expenditure Listing (individual and all options) for the current fiscal year. To access this process, select the following options in turn: Logistics>Management>Logistics Reports>Expenditure Log.		Sept. 28	_____
b. Issue Listing (completed and all) for the current fiscal year. To access this process, select the following options in turn: Logistics>Management>Logistics Reports>Issue Listing.		Sept. 28	_____
c. Gains, Losses, and Surveys (completed and pending). To access this process, select the following options in turn: Inventory>Management>Inventory Reports>Gains/Losses/Surveys.		Sept. 28	_____
d. Overdue Turn-in, Overdue Shipment, and Completed Carcass reports for FY01. To access this process, select the following options in turn: Logistics>Management>Logistics Reports>Carcass Reports.		Sept. 28	_____
30. Generate a SAMMA/SAL report with RAO and RAB detail selection. To access this process, select the following options in turn: Inventory>Management>Inventory Reports>SAMMA/SAL. Identify excess quantities and shortages and take the appropriate steps to correct deficiencies, reorders, offloads, and requisitions released.		Sept. 28	_____
31. After you process corrective actions for discrepancies that you identified, initiate trial monthly process.		Sept. 28	_____
32. There are no trial yearly financials. Ensure that only App administrators have access. Generate a trial monthly to review. If there were no corrective actions, initiate a TIR process.		Sept. 28	_____
33. Have ADP personnel generate two copies of database saves and verify that data exists.		Sept. 28	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
34. Verify control parameters for the live financial update. To access this process, select the following options in turn: Site>Management>Site Internal>Batch Job Scheduling>Control Parameter Update>Subsystem>Financial. Ensure the proper approval is required. Select to allow restart, print output, and save printed output.			
		Sept. 28	_____
35. Accomplish the following:			
a. Run the <i>live yearly financial process</i> . Ensure you get the OK from Stock Control personnel before you run this process. To access this process, select the following options in turn: Financial> Management>Financial Actions>Live Financial Update.		Sept.29	_____
b. Select the Yearly Parameter Type in response to the screen prompt.		Sept.29	_____
c. Select the Data Option; the BOR ending date will default to 30 September 2001.		Sept.29	_____
d. Verify general input data on the BOR.		Sept.29	_____
e. After applying, the “ <i>You are running a live yearly for fiscal year. Upon completion, the system will lock you out of financial processes until 01 October. Do you wish to continue?</i> ” message will appear. After responding to the prompt, FAS review activity control information for the first prior fiscal year is 2001 and for the second prior fiscal year is 2000.		Sept.29	_____
f. Ensure you delete FY99 appropriations after the live yearly is complete. Only FY00, FY01, and FY02 should appear.		Sept. 29	_____
36. Verify that information from the activity’s organizational department or division serial numbers has reset the next number to the beginning number. To access this process, select the following options in turn: Site>Activity Controls>Activity Organization Information.			
		Oct. 1	_____
37. Accomplish the following:			
a. Have ADP personnel conduct two complete database saves and verify that data exists.		Oct. 1	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
37. Con.t.			
b. Generate constant validation table listings. To access this process, select the following options in turn: Site>Management>Site Internal>>Batch Job Scheduling>Predefined Parameters. Generate appropriation data listings. To access this process, select the following options in turn: Site>Financial Controls>Appropriations. Review the listings and verify that the data for the new fiscal year is accurate.		Oct. 1	_____
c. Do not delete transactions that have active linkage to appropriation and fund code.		Oct. 1	_____
38. Generate activity control constants, serial numbers, activity organization information, other activities, and engine data. To access this process, select the following options in turn: Site>Activity Controls.			
		Oct. 1	_____
39. FAS Only: generate an ad-hoc query detailing the access and roles assigned to all RSupply users, then review and revise as necessary. To access this process, select the following options in turn: File>Utilities>Ad Hoc Query>Expert.			
		Oct. 1	_____
40. Set miscellaneous values for Seamart and PEB dollar values and dynamic levels indicator, if necessary. To access this process, select the following options in turn: Site>Activity Controls>Constants>Miscellaneous Values.			
		Oct. 1	_____
41. Load all required appropriations data for FY02 after the system date advances to 01 October 2001 (01274). To access this process, select the following options in turn: Site>Financial Controls>Appropriations. After inserting each separate appropriation, select the Apply Option from the Icon Menu Bar and then print the Appropriation Report and retain on file.			
		Oct. 1	_____
42. Verify that the fund code period ending date is 30 September 2002. To access this process, select the following options in turn: Site>Financial Controls>Fund Codes.			
		Oct. 1	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
43. Add FY02 grants for each OPTAR type, if available at this time. To access this process, select the following options in turn: Financial>Grants Management.		Oct. 2	_____
44. Add the FY02 budget distribution to each department and division. To access this process, select the following options in turn: Financial>Budgets Management. Review the data on line for accuracy.		Oct. 2	_____
45. Generate the Stock Asset Dollar Value Extension (SADVE) Report before you initiate the annual price change.		Oct. 2	_____
46. Initiate an annual-price-change (APC) process and a monthly-change-notice process for October before processing any transactions.		Oct. 2	_____
47. Generate another Stock Asset Dollar Value Extension (SADVE) Report to compare to the first and identify price changes.		Oct. 2	_____
48. Generate a SAMMA/SAL Report with RAO and RAB detail selection. To access this process, select the following options in turn: Inventory>Management>Inventory Reports>SAMMA/SAL. Identify any excess quantities or shortages and take the appropriate steps to correct deficiencies, reorders, offloads, and requisitions released.		Oct. 2	_____
49. Review yearly financial update reports.		Oct. 2	_____
50. Verify the following data after completing the live yearly process to ensure that the live <i>end-of-fiscal-year-closeout</i> procedure processed correctly:			
a. Automatic Roll of Counters.			
(1) Serial Numbers.			
(2) Next Transmittal Number. To access this process, select the following options in turn: Site>Activity Controls>Own Activity>Activity Control Information.			
(3) New Fiscal Year. Verify the current, first , and second prior fiscal years. To access this process, select the following options in turn: Site>Activity Controls>Own Activity>Activity Control Information.			

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
50. Con't.			
b. Manual Updates for the New Fiscal Year.			
(1) Appropriation. To access this process, select the following options in turn: Site>Financial Controls>Appropriations and then add FY 2002.			
(2) Fund Code. To access this process, select the following options in turn: Site>Financial Controls>Fund Codes. Update ending dates for the current year to equal 30 Sept. 2002.			
(3) Grants Management. To access this process, select the following options in turn: Financial>Grants Management. Enter the new grants for FY 2002.			
(4) Budget Management. To access this process, select the following options in turn: Financial>Budgets Management. Allocate funds to departments and divisions.			
(5) Activity Control Data. To access this process, select the following options in turn: Site>Activity Controls>Own Activity>Activity Control Information.			
(a) The first prior fiscal year should be 2001, the second prior fiscal year should be 2000, and the current fiscal year should be 2002.			
(b) Ensure the next financial transmittal number for FY 2002 is one and that fiscal years 2001 and 2000 are correct.			
NOTE: <i>You will not be able to resume regular processing after the live end-of-fiscal-year closeout until October the 1st after you establish appropriations and fund codes for the current and two prior fiscal years.</i>			
During the closeout process, the system will delete 1999 automatically. FY 2001 and 2000 will remain as first and second prior fiscal years.			
51. Bring NALCOMIS up for business at 0001 on October 1st, 2001 and backfit all manually processed requisitions and MAF documents as FY 02. Remember to keep the interface off. Ensure the NALCOMIS reconciliation is complete before you take action.			
		Oct. 5	_____
NOTE: <i>Do not establish the NALCOMIS interface until after you process the annual price-change tape to RSupply.</i>			
52. In NALCOMIS, submit a hard card citing an FY02 document number for each item that you require after the cutoff date for backfitting to NALCOMIS. However, you must build all issues and referrals to RSupply to ensure you maintain the integrity of the database.			
		Oct. 5	_____

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
53. In NALCOMIS, backfit canceled O-level DDSN transactions as FY 01 requisitions using the same JCN and MCN.		Oct. 5	_____
54. In NALCOMIS, reorder all canceled I-level JCN requisitions and non-JCN I level requisitions.		Oct. 5	_____
55. After deleting appropriation data, check the NAVSO P-1000.2M or with your respective type commander for applicable appropriation and fund code data and update the Appropriation Table as necessary.		Oct. 5	_____
NOTE: Make changes to other validation tables as necessary. Ensure any fund codes that you will no longer use in FY02 have a stop date of 70365. Add all new fund codes (set the Start Date to 71001). Delete all fund codes that have a Stop Date that is 3 or more years old.			
56. Delete all fund codes that you will no longer use in FY02.		Oct. 5	_____
57. Generate the Stock Asset Dollar Value Extension (SADVE) Report before you process the receipt fuel message.		Oct. 5	_____
58. Process annual price change for fuel.		Oct. 5	_____
59. Generate another Stock Asset Dollar Value Ext. (SADVE) Report to compare to the first and identify price changes.		Oct. 5	_____
60. Run the first FY02 <i>dummy monthly</i> process.		Oct. 5	_____
61. After you complete all end-of-year closeout procedures, run a NIIN-indicative process to validate the integrity of the two operating systems. The system will lock the following functions automatically from the date you run the <i>end-of-fiscal-year-closeout</i> process until the 1 st of October:		Oct. 5	_____
a. Material request,			
b. Issues,			
c. Issue reversals,			
d. Receipts,			
e. Receipt reversals,			
f. Reorders,			
g. Requisitions.			

FY 01 CLOSEOUT PROCEDURES		DEAD- LINE	COMP. DATE
MFCS.PC PROCESSING			
1. On October 1, 2001, personnel at MFCS.PC activities must process fiscal year reconciliation and change notice actions for FY 2002. This action will reset the database counters for FY 2002. At the conclusion of business on September 30, 2001, personnel at all MFCS.PC activities will take the following actions:	Oct. 1	_____	
a. Ensure all TIRs have been processed and sent to MFCS Retail Support no later than 30 Sep. 2001.	_____	_____	
NOTE: This is a mandatory action that will ensure customer activities receive correct billing.			
b. After processing the final TIR for FY 2001, generate the Deckload Demand Report. The following menus apply:	_____	_____	
(1) Select option 7. Message/Reports Print File Menu in the Main Menu (0).	_____	_____	
(2) Select option 2. Draft Monthly Deckload Demand Report in the Message/Reports Print File Menu (7).	_____	_____	
(3) Ensure a copy of the report is sent to the Appropriate TYCOM.	_____	_____	
c. FY 2001 closeout will be processed as follows:	_____	_____	
(1) Select option 5. Transaction Item Reporting (TIR) Menu in the Main Menu (0).	_____	_____	
(2) Select option 4. Fiscal Year End Reconciliation in the Transaction Item Reporting (TIR) Menu (5). When this option is selected the following message will appear: <i>“*** CAUTION *** *** CAUTION *** You have selected the Reconciliation Close-out Option. This option will reset all necessary dates to start a new fiscal year.”</i>	_____	_____	
(3) Ensure a blank formatted diskette is available. The following message will appear: “Do you wish to continue (Y/N)?” Type Y for yes and press Enter .	_____	_____	
(4) The following statement question will appear: “Deckload Demand Report created before completing RECON. Has the report been produced? (Y/N) _” Type Y for yes and press Enter .	_____	_____	

FY 01 CLOSEOUT PROCEDURES (CON'T)		DEAD- LINE	COMP. DATE
1. Con't.			
<p>NOTE: If you have not processed the TIR, a message will appear advising you to complete the TIR; and the RECON process will be aborted. If the TIR has been processed, the next screen will begin a back up of the database for FY 2001. This is the normal back up process. Select the floppy drive to which you wish to save the back up and press Enter. Once the back up is completed, remove the floppy disk and label it with the date and name it "Last data back up for FY 2001 MFCS1273.zip." This back up will be filed with FY 2001 retained files and is not to be used as a normal back up.</p>		_____	_____
(5) When the user presses Enter to continue, a screen will display Fiscal Year 2002. Press enter and the program will prompt you with the question: "Is Fiscal Year correct and do you wish to continue? (Y/N)." Type Y for yes and press Enter . The program will reset all necessary files and will advise "System ready for new fiscal year 2002."		_____	_____
d. Change notice actions must be processed before any transactions are processed in October. The two change notice files will be processed in the following order using option (6) Change notice update in Screen <11> Activate/Edit/Deactivate Items Menu (Procedures are outlined in the MFCS-PC Afloat CAB Activity Supply Office Guide, Section 4, paragraph 4.9, page 4-14):		_____	_____
(1) Process annual price change actions with file "apc_2002.txt."		_____	_____
(2) Process monthly price change actions with file "oct_chnt.txt."		_____	_____
NOTE 1: Upon completion of the above change notice processes, no TIR processing is to be accomplished until 1 Oct 2001.		_____	_____
NOTE 2: Files are attached for change notice.		_____	_____
e. Once change notice actions are completed make another back up and label this one beginning FY 2002, MFCS1143.zip. Email a copy to MFCS-CRT - mfcs_crt@lantflmtat.com or SALTID – SMT.		_____	_____

NOTES

PROCEDURE 2.220

NIIN ANNUAL PRICE UPDATE PART I

PURPOSE: To extract the NIINs from the NALCOMIS data base for input to the NIIN Annual Price Update Part II (Procedure 2.230).

REQUIREMENTS: None

EXPECTED EXECUTION TIME: 1 hour

BATCH RUN DESCRIPTION:

BATCH PROCESS DESCRIPTION	FREQUENCY	INPUT FILE(S)	FILE(S) UPDATED	OUTPUT FILE(S)	PROGRAMS RUND
J01000.EC NIIN ANNUAL PRICE UPDATE PART I. Extracts NIINs from the data base and puts them in FNPUFL to be used in Procedure 2.220.	Annually	SSCINVENT		FNPUFL	BBU>E01000

OUTPUTS: FKPUFL

PROCEDURES

STEP:

1. Log on to the system user terminal using Logon (Procedure 1.420). Use the NALCOMIS NATIVE MODE logon.
2. If the NALCOMIS Utility Menu CC is not currently displayed, enter: UTIL
<RETURN>
3. Enter Selection 8 - ANNUAL BATCH PROCESSES MENU
<RETURN>

RESULT:

System user terminal successfully logged on to the system.

NALCOMIS Utility Menu is displayed.

NALCOMIS Annual Batch Processes Menu is displayed.

STEP:

4. Enter Selection 1 - NIIN
ANNUAL PRICE UPDATE PART I
(J01000) <RETURN>

RESULT:

NIIN Annual Price Update Part I
is initiated in the PB group.

PROCEDURE 2.230

NIIN ANNUAL PRICE UPDATE PART II

PURPOSE: To update the NIIN prices on the data base.

REQUIREMENTS: NALCOMIS online environment must be shut down. Save before and after executing this procedure. NIIN Annual Price Update Part I must have successfully rund (only rund once per price change regardless of the number of price change tapes). Data base files must have attributes turned off.

EXPECTED EXECUTION TIME: 2 hours per tape

BATCH RUN DESCRIPTION:

BATCH PROCESS DESCRIPTION	FREQUENCY	INPUT FILE(S)	FILE(S) UPDATED	OUTPUT FILE(S)	PROGRAMS RUND
J01000F.EC - NIIN ANNUAL PRICE UPDATE PART II. Runs annual NIIN price change batch process. Matches NIINs on Annual Price Tape or electronic file to FNPUFL file built by Procedure 2.220 and updates NIIN Price Records on NALCOMIS.	Annually	FEPDECODE (FMSO NIIN ANNUAL PRICE UPDATE TAPE) FNPUFL OR ELECTRONIC FILE (FRCAPC)	REPORTPARMS SSCINVENT		BBU>U01000 BBU>U01001

OUTPUTS: None

PROCEDURES:

STEP:

1. Log on to the System user terminal using Logon (Procedure 1.430). Use the NALCOMIS NATIVE MODE logon.

RESULT:

System user terminal successfully logged on to the system.

STEP:**RESULT:**

2. Verify that the NALCOMIS online environment is shut down.

Enter:

VIDEO -G ALL -PL 0 -PAGES 3
to verify that the group
NI is not present.

A VIDEO is run displaying the
status of all hardware and
software groups.

If the group NI is present
on the system, perform Shut
Down Online Environment
(Procedure 1.070).

3. Perform Host Data Base Save
(Procedure 1.100).
4. Change working directory to
IDS-BU.

Data base is saved.

CWD IDS-BU <RETURN>

5. Modify DB attributes:

EC MFA <RETURN>

Data base file attributes are
modified.

6. Change to Home directory:

CWD <RETURN>

Return to ^NALC04>NALCOMIS.

7. If the NALCOMIS Utility
Menu is not currently
displayed, enter: UTIL
<RETURN>

NALCOMIS Utility Menu is
displayed.

STEP:	RESULT:
8. Verify that the system journal file is open by performing Display Journal Status (Procedure 1.410). If the system journal file Status is closed, perform Open System Journal (Procedure 1.390).	System journal file status is verified as open.
9. Disable journaling by performing Disable Journaling (Procedure 1.430).	Recovery attribute is turned off on all files to disable journaling.
10. Close the system journal file by performing Close System Journal File (Procedure 1.400).	System journal file is closed.
11. Perform Host Data Base Save (Procedure 1.100).	Host data base is saved.
12. Enter Selection 8 ANNUAL BATCH PROCESSES MENU <RETURN>	NALCOMIS Annual Batch Processes Menu is displayed.
13. Enter Selection 2 – NIIN ANNUAL PRICE UPDATE PART II (J01000F) <RETURN>	NIIN Annual Price Update initiated.
14. IS INPUT TO THIS PROCESS MAG TAPE (Y/N)? Enter: Y or N <RETURN>	Y = Continue at Step 15. N = Continue at Step 16.

NOTE: THIS PROCESS ACCEPTS INPUT
VIA MAGNETIC TAPE OR A
FILE WHICH HAS BEEN
ELECTRONICALLY TRANSFERRED
TO THIS SITE.

STEP:**RESULT:**

15. Load Annual NIIN Price
Update tape.

Tape mounted and file copied.
to it.

WHAT IS THE DEVICE NAME FOR
THE TAPE DRIVE YOU WILL BE
USING (I.E., MT900)?

Enter device name <RETURN>

IS THE TAPE MOUNTED?

NOTE: Enter at HVS console:
VR !<device number>
as part of tape mount
process.

Tape logically mounted.

Enter: Y or N <RETURN>

16. Bring up FEP and host
GENs by performing Bring
Up Host and FEP GENs
(Procedure 1.040).

FEP and host GENs are up.

NOTE: This process provides for no recovery of errors. It is imperative that in the event of any errors a RESTORE of the data base is performed.

SUADPS/NALCOMIS

FY Closeout File Check

The FIR400 file is the external interface records. It becomes the FIR606 file which is sent via SALTS to FMSO by supply. This file is emptied when the NALCOMIS external records transfer process is run by ADP.

The FIR510 file is the incoming interface records holding file. This is the last place for the records coming from SUADPS before they are processed into NALCOMIS when the operator does M BATCH 99 00. This file stays empty as long as the M BATCH stays active.

The FIR630 file is for the Electronic Interface. This file is the holding file for the Interface PC. The PC will empty this file when it kerimits the contents to the PC.

The FIR640 file is for Batch Interface. This file should be empty. No one should be using the BATCH mode of operation as it outputs to a nine track tape.

The FIU500 file is the outgoing interface holding file, it will be processed into the FIR630 or FIR640 when the operator uses the utility menu to start the IN outgoing interface task group (operations 11,1). The IN task group will keep the file empty.

The FIU550 file holds a copy of all incoming interface records that came to NALCOMIS and has a two position flag field in the beginning of the record to tell what happened when the record was processed. G1, M1, V2, etc. This file is emptied when the operator does the Interface summary process with the NALCOMIS GEN down. (once a week)

The NAL2SUP file is the interface PC holding file for records going to SUADPS, and it only exists when the PC is kermitting records to SUADPS or has been stopped during a transfer.

The TAN2DPS file is the interface PC holding files for records going to NALCOMIS, and it only exists when the PC is kermitting records to NALCOMIS or has been stopped during a transfer.

Here are the instructions for checking these files:

Logon to the Nalcomis system in the native user mode

L NALCOMIS

Change Working Directory to ^NALC04>NALCOMIS>DATA

CWD ^NALC04>NALCOMIS>DATA

To check the files, run the following. If it shows just the EOF, the file is empty:

EC PIPESV FIU500
EC PIPESV FIR400
EC PIPESV FIR510
EC PIPESV FIR630
EC PIPESV FIR640

If these files are not empty, perform the following;

FIU500 = START TASK GROUP IN (OUTGOING INTERFACE START)
(UTIL,11,1)

START THE INTERFACE PC
START THE NS GROUP ON SUADPS
START M BATCH 99 00

FIR630 = START THE INTERFACE PC
START THE NS GROUP ON SUADPS
START M BATCH 99 00

FIR400 = RUN THE EXTERNAL RECORDS TRANSFER

FIR510 = START M BATCH 99 00

To check the FIU550 file, perform the following;

CWD ^NALC03>FLATFILES
PF FIU550

If it shows just the EOF, the file is empty. If the file is not empty, run the Summary Report Batch process with the GEN Down.

Perform conversation N6A1 for all Doc IDs, Outgoing records. Report should be empty. If not, select the Report/Purge option. This will empty the interface realm of the database.

Annual Price Change for NALCOMIS RSupply

- A. File Download procedures.
1. Double click the Start tab.
 2. Select Programs **Enter**.
 3. Select Exceed **Enter**.
 4. Select Host Access **Enter**.
 5. Select FTP **Enter**.
 6. Type **163.249.97.250** in the Server Name box.
 7. Put a **check mark** in the Anonymous FTP box.
 8. Type **any thing** in the password box.
 9. Once the FTP box pops up Tile your windows to view the two windows.
 10. In the window for the remote site select PUB/MRT/NSF.
 11. Select the Annual Price Change file E25YA2.zip.
 12. Transfer the file to the PC in a temp directory as E25YA2.zip.
 13. Close the remote connection only.
 14. UnZip the file in the temp directory.
- B. Transfer the E25YA2 file the NALCOMIS.
- 1 In the FTP connection open a new connection to NALCOMIS.
NOTE you will need to uncheck the Anonymous FTP box.
 - 2 In the Server Name box type **nalc** ENTER.
 - 3 In the User Name box type **root** ENTER.
 - 4 In the Password box type the password for root.
 - 5 In the Initial Dir. Type **/h/NALCOMIS/data**.
 - 6 Click on the Open tab.
 - 7 If the following folders are not open you will need to open them;
/h/NALCOMI/data
 - 8 Transfer the E25YA2 file to the data directory.
 - 9 Close the FTP session.
- C. Permissions Modification
1. Open a telnet session to nalc from the command line as root
 2. Change directory to the data directory;
cd/h/NALCOMIS/data
 3. Change the permissions for the file;
chmod 666 E25YA2
 4. Close the telnet session.
- D. Annual price change processing
1. Double click the NTCSII icon.
 2. Click the NALCOMIS icon.

3. Select Back from the tool bar.
4. Select Annual from the tool bar.
5. Select Annual Price Change under Annual.
6. You will be prompted for the file name, enter **E25YA2**.
7. Follow the normal batch questions.